

**From:** Local-Govt-Unit Local-Govt-Unit [mailto:Local-Govt-Unit@dor.state.fl.us]  
**Sent:** Wednesday, February 1, 2012  
**To:** <list>  
**Subject:** Address/Jurisdiction Master Address List

The next updated Address/Jurisdiction Master Address List (MAL) will be available on April 3, 2012. The deadline for all local governments, including special fire control districts, to submit database changes for inclusion (upon approval) in the April 2012 MAL build is March 3, 2012. Although the Florida Statutes only require an update of the Insurance Premium Tax database once a year, the Department received numerous requests for more frequent updates. Therefore, the Insurance Premium Tax database is updated twice a year (along with the Communications Services Tax).

Your changes must be submitted online either through the online entry screen or batch process. Changes may not be submitted during the Department's approval period of March 4, 2012 through April 2, 2012. Note: Access to the online change form and batch process will not be permitted during the approval period. Please help ensure the database is correct by taking the time to review and update your addresses. Don't miss this opportunity to have your changes approved in time to be included in the April 3<sup>rd</sup> release.

#### **Feature ID Field Added to Address/Jurisdiction Database**

The Feature ID field has been added to the Address/Jurisdiction Database as a new field. The FIPS 55 code will remain as a field in the database. This change is reflected in the database and has two codes for each local jurisdiction currently in the database: the new PLACE FEATURE ID code and the PLACE FIPS code. A full listing of relevant Feature ID's is available in the CST/Jurisdiction rate table, which can be downloaded from our website: [www.myflorida.com](http://www.myflorida.com). Additionally, you can learn more about this feature by clicking the "Messages" link.

#### **Competent Evidence**

Competent evidence must be submitted for each requested change (case number). Please submit your competent evidence in sufficient time to be received in our office by March 10, 2012. You can submit competent evidence by mail, fax, or overnight delivery (see Contact Us below). If your competent evidence is received by March 10, 2012, and your case(s) approved, your changes will be included in the MAL build scheduled for release on April 3, 2012. Unfortunately, if your competent evidence is not received by March 10, 2012, your changes may not be considered for the upcoming release. CST/IPT contact persons (i.e., municipalities) should use form DR-700022, which if signed by the contact person for each jurisdiction requires no additional documentation. Special fire districts should use form DR-350907. Both forms are available on our website at <http://www.myflorida.com/dor>

#### **ZIP Code Changes**

You do not need to submit address changes to update ZIP codes. ZIP codes are automatically updated during the MAL build process without altering or changing the jurisdiction assignment.

### **Information for Special Fire Districts Participating in the Firefighter's Pension Fund**

Please use the online batch process or online entry screen to submit changes. You will need to enter the username and password that was created when you first accessed the site. There is help link on the site if you have forgotten your password. You can also contact the Local Government Unit (see Contact Us below). When adding addresses through the online entry screen, be sure to select the special fire district name from the drop-down menu at the bottom of the page. When a special fire district is selected, the MAL build program will automatically assign the appropriate fire code and opt in flag will be set to "Y" in the address record. Note that the jurisdiction selection is limited to the unincorporated area of the county you select. If you have addresses that also belong in an incorporated taxing jurisdiction, please contact the Local Government Unit for assistance in submitting these addresses.

For batch submissions, the file format contains all 38 MAL fields/columns, which includes the fire district code and opt in flag. When submitting batch files, be sure to include the fire code (field/column 36) and the fire opt in flag (field/column 37). If you choose "no fire district assignment" in the online entry screen or fail to include the appropriate information in a batch file, the MAL build program will not assign a fire code (the field/column will be blank) and the opt in flag will be set to "N" for that address record.

### **Information for Municipalities Participating in the Firefighter's and/or Police Pension Fund**

For the local insurance premium tax associated with fire and police pensions administered by a municipality, the Insurance Premium Tax (IPT) Address/Jurisdiction Database is the same as the Communication Services Tax (CST) Address/Jurisdiction Database. Since both taxes use official municipal boundaries in determining the local taxing jurisdiction, please work with your local taxing jurisdiction's CST contact person to submit changes to the database. If you do not know who your CST contact person is, please contact the Local Government Unit (see Contact Us below).

When adding addresses through the online entry screen, be sure to select the fire district name from the drop-down menu at the bottom of the page. When a fire district is selected, the MAL build program will automatically assign the appropriate fire code and opt in flag will be set to "Y" in the address record. For batch submissions, the file format contains all 38 MAL fields/columns, which includes the fire district code and opt in flag. When submitting batch files, be sure to include the fire code (field/column 36) and the fire opt in flag (field/column 37). If you choose "no fire district assignment" in the online entry screen or fail to include the appropriate information in a batch file, the MAL build program will not assign a fire code (the field/column will be blank) and the opt in flag will be set to "N" for that address record.

For police codes, any address changes or adds submitted online or through the batch process are automatically associated with the municipality, if the municipality is participating at the time the change or addition is made.

### **Master Address List (MAL) Important Dates to Remember**

March 3, 2012: Deadline to submit address changes.

March 4, 2012 through April 2, 2012: No changes accepted (DOR approval period).

March 10, 2012: Deadline to submit competent evidence.

April 3, 2012: Master Address List (MAL) is published.

**Contact Us**

If you need assistance, please contact the Local Government Unit.

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Local Government Unit

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Tallahassee, FL 32314-6530

**Overnight delivery address:**

Florida Department of Revenue

Local Government Unit

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